

# Sample Memorandum of Understanding

*Whereas*, in the spirit of friendship and goodwill, the sister cities of \_\_\_\_\_ (U.S. City) and \_\_\_\_\_ (International City), agree:

1. To support and encourage visits by the citizens of both cities;
2. To establish affiliations between schools and organizations (such as Rotary, Optimists, Kiwanis) of both cities;
3. To promote cultural exchanges in the fields of \_\_\_\_\_ by working with local \_\_\_\_\_;
4. To develop a mutual understanding of the citizens of both cities by exchanging various information and material;
5. To encourage official visits between representatives from each community. The representatives can include, but are not limited to, civic, church, business, school and government officials.

The success of this endeavor will be the responsibility of the Sister City Associations of each city with the support of the citizens of both \_\_\_\_\_ (U.S. City) and \_\_\_\_\_ (International City).

*The foregoing instrument is acknowledged before us,  
on behalf of our two communities*

*on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,*

*in the city of \_\_\_\_\_,*

*by the \_\_\_\_\_ (Officials) of*

*\_\_\_\_\_ (U.S. City) and \_\_\_\_\_ (International City).*

**Official**

**Official**

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date